



City of Hollister

Human Resources

375 Fifth Street

Hollister, CA 95023

INVITES APPLICATIONS FOR:

Jr. WATER MAINTENANCE OPERATOR

\$1,561.68 - \$1,639.80 - \$1,721.73 - \$1,807.83 - \$1,898.27
(Bi-Weekly Salary)

Final Filing Date: Monday, June 20, 2016, by 5:00 p.m.

This is an open recruitment. Qualified candidates from the public and qualified career City employees are encouraged to apply. The current Jr. Water Maintenance Operator position vacancy is in the **Utilities Division of the Management Services Department**.

The eligibility list that is developed from this recruitment process may be used to fill future vacancies in the Jr. Water Maintenance Operator classification or in similar classifications.

Position: Under supervision, to perform semi-skilled work involved in the construction, maintenance, repair, and related services for the City's water treatment and distribution systems.

Qualifications: Any combination equivalent to experience and training that would provide the required knowledge, skills, and abilities would be qualifying. A typical way to obtain the knowledge skills and abilities would be:

Experience: No previous experience is required.

Training: Formal or informal education or training which ensures the ability to read and write at a level necessary for successful job performance.

Physical and Other Requirements: Applicant must be at least 18 years of age. Must possess the strength and physical ability necessary to perform the essential functions of the position.

Must provide a copy of a current (within the last 30 days) DMV printout with submittal of employment application.

On Call Duty: Must be able to perform on call duties as required. (5 minute call back. 20 minute response time)

License & Certificate: Possession of a valid Class C driver's license issued by the State of California.

Possession of, or ability to obtain, a valid Class A driver's license within the first 12 months of hire.

Examples of Duties: Excavate, inspect, flush, clean, and repair water mains lines, and laterals; install new service lines, repair and replace fire hydrants, valves, meters, and meter vaults and boxes; exercise valves according to prescribed schedules. Test, disassemble, clean, and repair commercial and residential water meters; replace worn or faulty parts. Maintain well sites; operate well chlorination pumps; draw water samples to maintain water quality and proper level of chlorine within distribution system. Service customer accounts; turn water service on and off; Operate construction equipment and power tools such as backhoes, front end loaders, compressors, line locators, pipe cutters, valve and tapping machines; maintain hand tools and assigned equipment. Utilize proper safety precautions related to all work performed. Properly set up of traffic control devices in a work zone to assure the safety of employees and the public. Read water meters; clean reservoirs; cut and clear weeds. Respond to requests and inquiries from the general public. Perform related duties and responsibilities as assigned.

How to Apply: A formal City Employment Application is required at the time of filing and may be obtained from the **City of Hollister, Human Resources Division: 375 Fifth Street, Hollister, CA 95023, PH: (831) 636-4300 X24**. Applications must be received in the Human Resources Division Office **by 5:00 p.m. on, Monday, June 20, 2016**. May download application: www.hollister.ca.gov. Applicants may attach a resume to their completed application, but a resume cannot be accepted in lieu of an official application form. Faxed applications will not be accepted.

Selection Process: Candidates presenting the most desirable combination of education, experience and/or training as stated in this announcement will be invited to continue in the selection process. The selection process may require any combination of the following: application appraisal, written examination, performance test, and personal interview conducted by an outside oral panel and/or department head. Following the examination process, successful candidates will be placed on an employment list. Appointment will be made from the employment list. Appointed employee(s) will be required to pass a physical, drug screen, background and fingerprints.

Equal Opportunity/Affirmative Action: The City of Hollister does not discriminate on the basis of race, color national origin, ancestry, sex, religion, sexual orientation, age, disability, marital status, political affiliation, or any other non-merit factor. The City of Hollister encourages minorities and women to apply. The City of Hollister makes reasonable accommodations for the disabled. Individuals requiring any accommodation in order to participate in the testing process must inform the Human Resources Office in writing no later than the final filing date stated in the job announcement. Requests for accommodation should include an explanation of the type and extent of accommodations needed to participate in the selection process and/or to perform the duties of the job for which they have applied.

Post-Offer Medical Examination: Prior to appointment, the selected candidate is required to pass a post-offer medical examination and drug screen. Candidates are not to resign or give notice to current employers until the medical exam and drug screening are successfully completed and passed. All medical records are maintained in a confidential manner.

Group Insurance: Employee premiums paid by City through a cafeteria style program for medical, dental, vision, life and long term disability insurance. Employees have a choice of Blue Cross HMO or a variety of medical plans offered through PERS Health. Generous City paid contributions are made toward dependent coverage for medical, dental and vision insurance.

Retirement: The City contracts with the California Public Employees Retirement System (CalPERS). The City's Retirement Formula for Classic Members as defined by the Public Employee's Pension Reform Act (PEPRA) is 2.0% at Age 60. All new Employees as defined by the Public Employee's Pension Reform Act (PEPRA) are subject to the CalPERS 2% @ Age 62 Retirement Formula. Employees pay a specified amount of the Employer and Employee Contributions with the City paying the remainder.

Vacation Leave: 10 days per year, increased to 15 days per year after 3 years, increases to 20 days after 7 years, increased to 22 days after 15 years. Vacation allowance shall be increased one (1) day per year after completion of twenty (20) years of service with a maximum of twenty-five (25) days after twenty-five (25) years of service.

Holidays: Twelve and a half (12 ½) paid holidays per year.

Sick Leave: Earned at a rate of 8 hours per calendar month of service with no accrual limit. Provision for partial cash pay out of accumulated sick leave upon retirement with ten years of service or more.

IRS Flexible Spending Plan: IRS Code, Section 125 which provides for pre-tax contributions for unreimbursed medical, insurance premiums and dependent care expenses.

Life Insurance: City pays \$50,000 Life & AD&D Insurance.

Bilingual Pay: City pays \$125 per month upon assignment.

On Call / Standby Pay: \$250.00 per rotation.

Deferred Compensation: Optional Voluntary 457 Plan available.

Other Benefits: Education/Tuition reimbursement, Employee Assistance Program (EAP), Longevity Pay, Professional Development Incentive and credit union privileges.

NOTE: The provisions of this bulletin do not constitute an expressed or implied contract. Any provisions contained in this bulletin may be modified or revoked without notice.

DATE OF NOTICE: June 3, 2016

